



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
AGING AND DISABILITY SERVICES ADMINISTRATION  
PO Box 45600 · Olympia, WA 98504-5600

## HCS MANAGEMENT BULLETIN

**H09 - 053 - Procedure**  
**August 20, 2009**

**TO:** Area Agency on Aging (AAA) Directors

**FROM:** Bill Moss, Director, Home and Community Services Division  
Kathy Marshall, Director, Management Services Division

**SUBJECT:** **Senior Community Service Employment Program (SCSEP)  
Subgrant Funding Under the 2009 American Recovery and  
Reinvestment Act (ARRA)**

**PURPOSE:** To notify Area Agencies on Aging (AAAs) and Title V Subgrantees of the expectations and requirements for use of ARRA-SCSEP funds.

**BACKGROUND:** Additional funding for SCSEP has been authorized under ARRA to support additional training and employment opportunities for unemployed, low-income seniors. The wages paid to these low-income seniors will provide a direct stimulus to the economies of local communities, which will also benefit from the community service work performed by SCSEP participants. These funds have already been incorporated into AAA and Title V contracts so that subgrantees can immediately begin enrolling new participants.

**WHAT'S NEW, CHANGED, OR CLARIFIED** Total ARRA SCSEP funds distributed to subgrantees is \$350,475. These funds were distributed proportionate to the SFY09 (PY2008) regular SCSEP distribution. With these funds, SCSEP subgrantees will expand the number of SCSEP participants assigned to community service work, especially in those growth industries emphasized in the Recovery Act (e.g. health care, child care, education, green jobs, energy efficiency and environmental services) and in expanded public service activities that utilize Recovery Act funds.

- Clarified: the intent of Recovery Act funds is to supplement, not supplant, ongoing SCSEP funding.
- The programmatic and fiscal rules and timelines governing the use of ARRA SCSEP funds are clarified, including how ARRA funds differ from regular SCSEP funds.
- The following percentages will be adhered to for the ARRA-SCSEP fund line items:
  - Participant Wages and Fringe Benefits: minimum 75%
  - Administration: maximum 13.5%

- Other Program Costs: remaining percentage balance
- SCSEP subgrantees will soon be concurrently managing three SCSEP funding sources that will need to be tracked separately and billed on separate BARS billing forms. They must be spent by the following dates:
  - Remaining regular SFY09 (PY2008) SCSEP funds may be carried over into SFY10, but must be spent by December 31, 2009.
  - ARRA SCSEP funds must be spent by June 30, 2010.
  - Regular SFY10 (PY2009) SCSEP funds will be available July 1, 2009; but it is anticipated that there will be no carryover of these funds into SFY11 (PY2010) so they must be spent by June 30, 2010.
- ARRA-SCSEP participants will be tracked in the online data collection system, SCSEP Performance and Results QPR system (SPARQ), separately from regular SCSEP participants.
- An updated Washington State SCSEP Desk Manual for program staff is provided (attached below).

## **ACTION:**

SCSEP subgrantees must immediately:

1. Recruit new host agencies or expand opportunities at existing host agencies, especially in those growth industries emphasized in the Recovery Act in order to connect new participants with appropriate community service assignments;
2. Recruit and enroll new participants under the ARRA-SCSEP subgrant according to SCSEP eligibility rules;
3. Manage the customer flow of the ARRA-SCSEP program so that ARRA funds are expended by June 30, 2010 and participants are transitioned to unsubsidized employment, other community resources, and/or the regular SCSEP program if needed and available.
4. Continue to manage the regular SCSEP program, including achieving continuous quality improvement that results in meeting required performance outcomes.

Accountability and transparency for appropriate use of Recovery Act funds will be ensured through the following Title V subgrantee activities:

- Protecting against maintenance of effort violations;
- Tracking Recovery Act participation and documenting activities (at minimum on a monthly basis) using the SCSEP Performance and Results QPR (SPARQ) data collection and performance reporting system; and
- Tracking Recovery Act funds separately from regular SCSEP grant funds and submitting all billings monthly and in a timely manner using a revised BARS billing form. Note: It is anticipated that ADASA will be required to submit fiscal reports to the US Department of Labor (DOL) on a more frequent basis than under the regular SCSEP grants – possibly monthly.

## RELATED REFERENCES:

Title V Subgrantees are expected to adhere to the current statutory and regulatory requirements for SCSEP as contained in the following:

- [2006 Older Americans Act \(OAA\) Amendments, Public Law 109-365, 42 United States Code 3056 et. seq.](#);
- [SCSEP Performance Accountability Interim Rule, 20 CFR Part 641, Subparts A and G, 72 Federal Register 35832 \(June, 29, 2007\)](#);
- [SCSEP Final Rule 20 CFR Part 641, April 9, 2004](#); and
- [Priority of Service for Covered Persons: Final Rule 20 CFR Part 1010, 73 FR 78132 \(December 19, 2008\)](#);

Additionally, Title V subgrantees are expected to adhere to the American Recovery and Reinvestment Act of 2009 as it relates to SCSEP, as well as Washington State ARRA-related requirements:

- [American Recovery and Reinvestment Act of 2009, PL 111-05, Division A, Title VIII](#); and
- Washington State Office of the Governor (OFM) May 15, 2009 directive to ARRA-funded State Agencies and encouragement to local/regional ARRA-funded projects to report to Employment Security ARRA-related job openings, and the number of new hires or current ARRA-funded staff (attached).

## ATTACHMENT(S):

### I. ARRA-SCSEP Program Instructions:



Att I ARRA-SCSEP  
Program Instructions.

### II. ARRA-SCSEP Billing Instructions:



Att II ARRA-SCSEP  
Billing Instructions.do

### III. WA State ARRA-SCSEP Funding & Position Distribution:



Att III WA State  
ARRA-SCSEP Funding

### IV. ARRA-SCSEP BARS Billing Form:



Att IV ARRA SCSEP  
BARS Billing Form.xls

### V. ARRA – SCSEP Assurances:



Att V SCSEP-ARRA  
Assurances.doc

### VI. ARRA-SCSEP What If Tool:



Att VI ARRA-SCSEP  
What If Tool\_Rev 1.1

### VII. Instructions for What If Tool:



Att VII Instructions  
for ARRA-SCSEP Wha

**VIII. May 15, 2009 Washington State OFM Memo:**



Att VIII  
May.15.2009.OFM.M

**IX. Regular to ARAA Participant Transfer Email Template:**



Att IX Reg to ARRA  
Transfer email templa

**X. ARRA-SCSEP Participant Statement of Understanding:**



Att X ARRA-SCSEP  
Participant Statement

**XI. PY2009 ADASA SCSEP Desk Manual:**



Att XI PY2009  
Washington State SC

**XII. *Grey is the New Green* PowerPoint Presentation:**



Grey Is the New  
Green Compatibility M

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